



19TH DISTRICT COURT
19077 Michigan Avenue
Dearborn, Michigan 48126



Employment Opportunity

Announcement #01-2016

Deputy Court Clerk I (Union Position: POAM)

Closing Date: Open until filled.

Starting Salary: \$28,490

Salary Range: \$28,490 to \$33,194

(Step increases provided based on service and successful performance.)

The 19th District Court is seeking qualified applicants for the position of Deputy Clerk I. The court is comprised of three (3) elected judges, three (3) part-time appointed magistrates, deputy clerks, security officers and probation officers. The Deputy Clerk I is an entry-level position under direct supervision of the Deputy Court Administrator. More than one position may be filled from this announcement.

Created by state law in 1968, the 19th District Court has been one of Michigan's busiest courts for over three decades with an annual caseload greater than 70,000 cases. The court has jurisdiction within the City of Dearborn, the eighth largest city in the state and the second largest in Wayne County. For more information about the court, please visit the court's website at:

www.dearborndistrictcourt.org

Position Overview:

Under the direction of the Court Administrator and Deputy Court Administrator, the Deputy Court Clerk I performs a variety of clerical duties as part of the processing of court cases including civil, criminal and traffic matters in accordance with approved internal controls, procedures and rules. The incumbent will work with a team of clerks to ensure the effective and efficient management of case information from opening to final disposition.

Description of Work:

- Performs customer service functions to the public for the purpose of providing procedural information, and to verify and update case information.
- Greets and assists customers by accepting payments and issuing receipts for filing fees, court ordered fines, costs and restitution.
- Performs data entry of case files, including scheduling of court events, entering dispositions, and preparing court calendars.
- Generates and mails notices, orders and other court documents.
- Performs routine time stamping, sorting and filing of court documents.
- Works with law enforcement agencies and other courts regarding court matters.
- Performs other duties as assigned.

Qualifications:**Experience:**

To qualify for the position of Deputy Court Clerk I, applicants must have prior experience in general office skills including word processing and e-mail, and skills necessary to operate various office equipment such as a computer, telephone and copier/scanner. Knowledge of Microsoft Office Word and Excel is required.

Desirable Qualifications:

- Previous experience working in a court is desirable.

Education:

- High School diploma or equivalent.

Employee Benefits:

Full-time employees of the 19th District Court in this classification receive a comprehensive benefits package. After completing a period of service, **some** benefits include:

- Paid Time Off (PTO): 168 hours starting per year as accrued.
- Paid Holidays.
- Health Insurance: 80% employer/20% employee or cash waiver.
- Vision, Dental and Life Insurance.
- Defined Contribution Plan: Employer mandatory and matching contributions. Vesting after five (5) years required for employer contributions.
- Retirement Health Care Savings Program: Vesting after five (5) years required for employer contributions.

Information for Applicants:

Interested candidates are invited to apply by submitting a cover letter and resume to:

Eric F. Cyman
Court Administrator
19th District Court
16077 Michigan Avenue
Dearborn, Michigan 48126

Or by e-mail to ecyman@ci.dearborn.mi.us (the e-mail subject line should reference Deputy Court Clerk I).

Standard work hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. **If interested candidates meet the qualifications, candidates will be required to take a general office clerical test.**

The 19th District Court is an Equal Employment Opportunity Employer.